



CITY OF ATLANTA

Job Announcement

HUMAN RESOURCES TECHNICIAN, SENIOR

STARTING SALARY: \$28,602

Salary Grade: 11

Applications Accepted From: October 10, 2005 until October 21, 2005

Minimum Job Requirements

Persons applying must have a high school diploma or GED certificate and four years of responsible clerical or human resources experience; or have an equivalent combination of education, training and experience. Proficiency in the use of various computer software packages is preferred for this vacancy.

Special Requirements

Applicants must successfully pass a typing test at the rate of 25 words per minute.

Duties of the Job:

This employee processes employment applications, turnaround documents and other personnel transaction requests; maintains a variety of personnel records; prepares reports, assists in research projects; prepares correspondence; assists in planning and coordinating recruitment efforts; refers applicants to appropriate departments and certifies appointments to the payroll department; inputs applicant payroll and employee data into a CRT computer terminal; etc.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2120 Atlanta, GA 30303

Phone: (404) 330-6369

www.atlantaga.gov

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

THE EXAMINATION FOR THIS JOB WILL CONSIST OF AN EVALUATION OF TRAINING AND EXPERIENCE.

10/10/05

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